



Section 1 - Water System Information

Fax Number: _____ Email: _____

Section 2 - Source Meter Installation and Maintenance: Use the table below to indicate the last year that individual **SOURCE** meters were calibrated. If the meter has not been calibrated, please provide the year of installation.

[illegible]

Section 3 - Service Meter Installation and Maintenance: Use the table below to provide information on **SERVICE** meters.

Number of service connections:	
Number of metered service connections:	
Number of service meters replaced / calibrated over the previous three years:	

Section 4 - Meter Reading: Provide the cumulative source and service meter readings over the previous three years.

Source Meters			
Month/Quarter	Year 1 (_____)	Year 2 (_____)	Year 3 (_____)
January			
February			
March			
Q1			
April			
May			
June			
Q2			
July			
August			
September			
Q3			
October			
November			
December			
Q4			

Service Meters			
Quarter	Year 1 (_____)	Year 2 (_____)	Year 3 (_____)
Q1			
Q2			
Q3			
Q4			
Annual			

Section 5 - Unaccounted for Water: Subtract service meter readings from source readings and determine the annual volume and percentage of unaccounted for water.

Unaccounted For Water			
Quarter	Year 1 ()	Year 2 ()	Year 3 ()
Annual (volume)			
Annual (percent)			

Section 6 - Water Audit: Provide adjustments to the unaccounted for water results above in order to approximate actual water losses (leaks).

Water Audit			
Adjustment type	Year 1 ()	Year 2 ()	Year 3 ()
Source meter error (+ / -)			
Changes in storage (+ / -)			
Service meter error (+ / -)			
Main / Hydrant flushing (+ / -)			
Other Unmetered Use (-)			
Repaired leaks (-)			
Other (+ / -)			
Other (+ / -)			
Other (+ / -)			
Potential System Leakage			

Section 7 - Leak Detection: Provide a description of how leak detection was performed and the equipment used for the survey. Use the table below to summarize leak detection survey results.

Leak Detection Survey Results			
Item	Year 1 ()	Year 2 ()	Year 3 ()
Percent of water system surveyed			
Number of suspected leaks			
Number of leaks found			
Number of leaks repaired			
Estimate of losses recovered (gpm)			

Section 8 - Pressure Reduction: Explain how pressure reduction was achieved.

Minimum Pressure: _____ Maximum Pressure: _____

Section 9 - Water Rates: Document water rates.

Year of last rate adjustment: _____

Number of billing cycles **PER YEAR:** _____

Rate Structure		
Volume of Use	Units (ccf, gal, etc.)	Rate per unit

Section 10 - Outreach: Please include a description of outreach performed over the previous three years. Document the dates and types of materials mailed as part of the program.

Notes/Comments: